

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: September 26, 2016



Town Administrator: This past week's activities included continued work on amendments to the employee manual with Selectperson Jean Beadle in preparation for discussion with the Select Board at their September 22nd work session, meetings with Town Assessor Gary Karp concerning the Assessor position, Transfer Station Supervisor Ken Filpula concerning operation matters, Chris Theriault on personnel, operations and projects matters, Facility Team Leader Mike Kepple regarding building energy projects and office modifications. On Friday I attended the NHMA's Policy conference on behalf of the Board. This week I will be attending a conference Saturday through Wednesday (24th-28th) and back in the office on the afternoon of the 29th. I will be available by cell phone or e-mail. On Friday I will meet with DPW Director Chris Theriault and Ken Filpula to discuss staffing needs and changes at the facility; Donna Kuethe concerning Recreation programs and facility needs; Town Engineer Ray Korber in preparation for the TAP grant presentation to LRPC on October 5th, and attend the Lakes Region Managers monthly meeting. A reminder there is no Select Board meeting this week. Have a great week everyone!

Finance: Nothing to report this week.

Assessor: Nothing to report this week.

Tax Collector: Nothing to report this week.

Town Clerk: Nothing to report this week.

Public Works & Facilities: This past week the Highway crew completed grading and picking up stumps and rocks at Harvard Camp Road. A truck loading ramp was built utilizing concrete blocks from WMF for the upcoming winter operations. Andy W. brought 25 traffic cones to the NHPWA Annual Plow Rally and assisted with set-up of the event. In preparation for the upcoming paving of Castle Shores, the crew took down 4 large trees and removed the stumps and brush from the edge of the travelled way. The road box was dug out in this location and select gravels were placed to widen the roadway and bring this section up to grade. A dead tree was taken down and removed from Alpine park as well. Fleet maintenance was performed on trucks 6 & 15, and truck 5 was delivered to Irwin for warranty work. In preparation for winter, Highway crews began mixing the winter salt with "magic" liquid. Hose repairs on the magic liquid pump also had to be completed. Andy W. and Chris T. will be doing the construction oversight for the parking lot repair work which began at the Public Safety Building on Sept. 21st.

Facilities & Grounds: The Ground crew continues to mow and trim Town facilities, the Playground, ball fields and cemeteries. Extensive trimming and cutting was conducted at the Transfer station. The soccer field was restriped. A concrete slab was poured and a park bench was installed at Long Island beach which was a donation in honor of a late resident by her friend. Staff installed new water coolers at the PSB and the Highway Garage. Meetings with local contractors on facility up grades continues.

Waste Management Facility: This week we shipped out 1 - 30 yd container of clean wood, 1 - 30 yd container shingles, 2 - msw, 1 - demolition and 1 - recycle. Facilities and grounds cleaned up the WMF grounds. Staff is working on a sand shed at the facility to have another location for DPW in Town.

Moultonborough Police Department: The Moultonborough Police Department recorded 769 log entries, which included the following calls for service, 50 motor vehicle stops, 15 assists to Fire/EMS, 0 Directed Patrols, 3 arrests, 7 complaints, 2 MV Accidents, 4 MV Complaints, 7 residential alarms, 6 commercial alarms and 10 K-9 complaints.

Training: Sgt. Fulton, Sept. 12th – Sept. 16th, at FBI LEEDA training, Command Institute; Sept. 12th, Off. Bagan attended Radar training; Sept. 15th, Det. John attended Internet Crime training.

Moultonborough Fire Department: Year to date there has been 658 calls for emergency service. For the period of 9/16/16 to 9/22/16, there were 10 calls for service: (4) EMS calls; (1) Lockout; (1) Dispatched & cancelled en route; (2) No incident found upon arrival; (2) Alarm system activation, unintentional, no fire. Moultonborough received automatic aid from Center Harbor Fire Department for one incident. There were two instances of overlapping incidents (two incidents ongoing simultaneously)

Overall Average Response Time (Time of dispatch to apparatus/rescue on scene) 8:25 min/sec

Overall Average Manpower per incident: 4 Firefighters/Incident

Day Time Average Response Time (Time of dispatch to apparatus/rescue on scene) 9:12 min/sec

Overall Average Day Time Manpower per incident: 4 Firefighters/Incident

Night/Weekend Average Response Time (Time of dispatch to apparatus/rescue on scene) 8:08 min/sec

Overall Average Night/Weekend Manpower per incident: 4 Firefighters/Incident

Office of Development Services Planning: Nothing to report this week.

Human Services: Nothing to report this week.

Recreation Department: The after school *Beyond the Bell* program began last week and was well attended. The program runs 3 days per week, Tuesday and Thursday for grades 3 – 6, and Wednesday is for grades K - 2. Registrations for this program will be accepted throughout the school year as there is no deadline. As the weather turns colder, beginning next week MRD will offer a “drop in” program for children ages 5 and under, providing families with the option to play in an indoor space. Patrons can drop in anytime on Monday and Thursday mornings from 8:30-11 a.m. The Outdoor Pickleball program wraps up this Friday, September 30. Pickleball will continue indoors at the Meredith Community Center beginning Oct. 4, on Tuesdays and Fridays from 9-11 a.m. and space is limited.

Important Dates to Remember

Department Head Meeting, Tuesday – October 4, 2016, 9 AM

Board of Selectmen’s Meeting & Public Hearing 2016 Tax Sale, October 6, 2016, 7 PM

Board of Selectmen’s Meeting, October 13, 2016, 7 PM

Board of Selectmen’s Meeting & Public Hearing 2016 Tax Sale, October 20, 2016, 7 PM

Board of Selectmen’s Work Session, October 27, 2016, 4 PM